Accessing the Online Child Nutrition Program Report
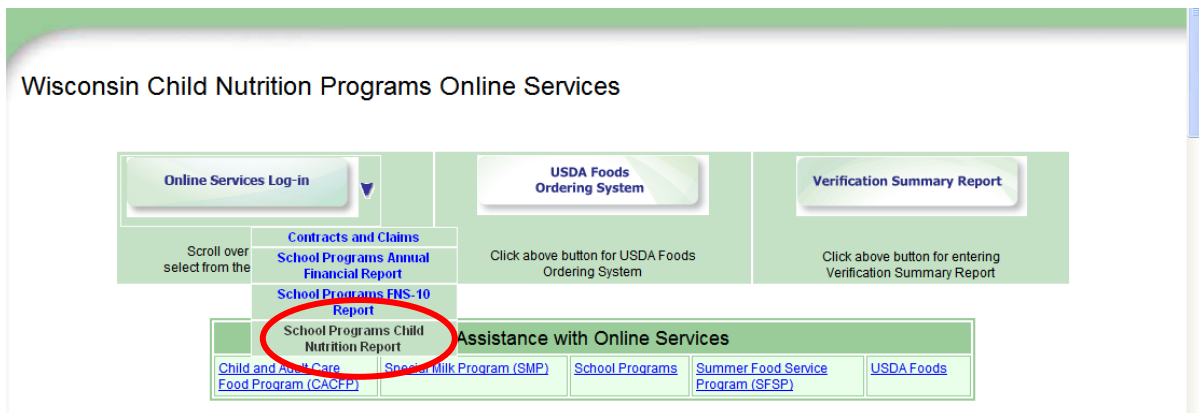
1. Go to http://www.dpi.wi.gov/fns/index.html.   Click on "Online Services for all Child Nutrition Programs" button. See circled item below.
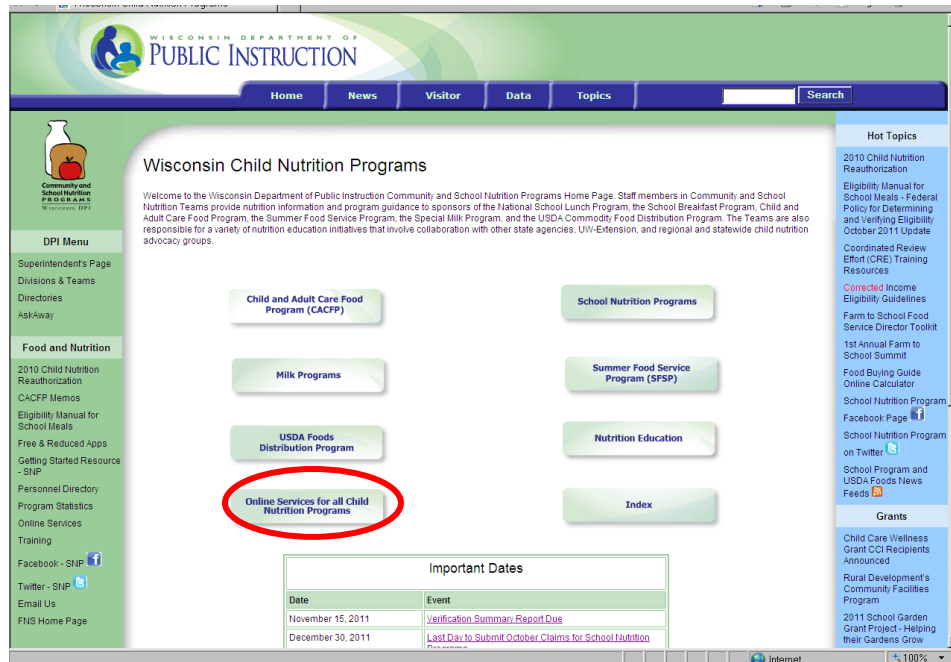
2. Click on the "Online Services Log-in" button on the next screen that appears.
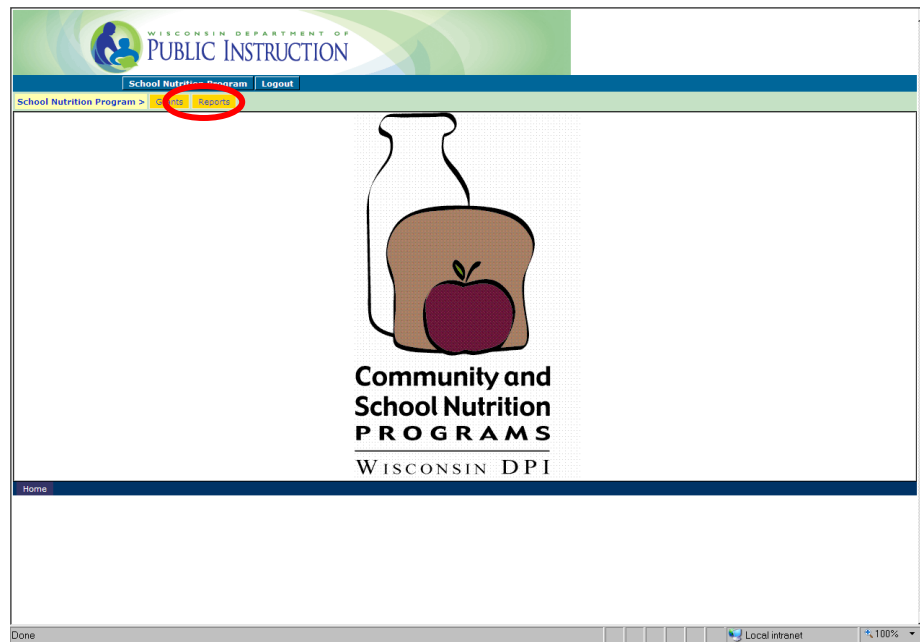
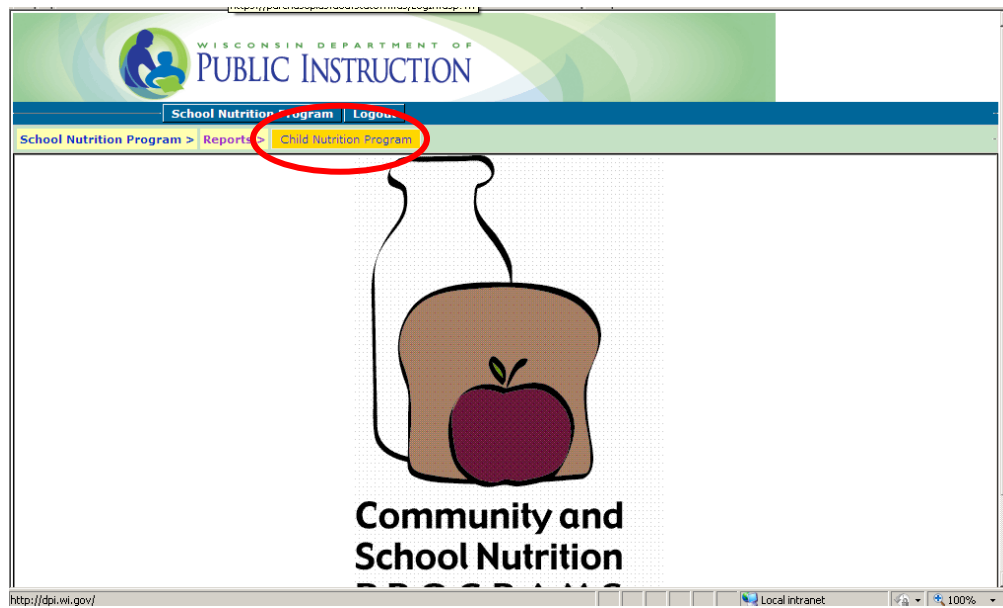3. Select "School Programs Child Nutrition Report" from the drop down box.

4. Enter the six digit agency code and password on the online services log-in screen. Note: Same agency code and password is used for all online services (claims, reports, and USDA Food orders). Click the "submit" button.

5. Click on "Reports" that will appear at the top of the screen.

6. Click on "Child Nutrition Program".

7. Select the school year from the drop down box and click "Retrieve".

8. Access pages of the report by clicking on the side arrows to the right of the page numbers. Use the "Back" button to view Child Nutrition Reports from other school years. Note: The report cannot be modified on the screen or electronically in the system.

9. To **save** report in PDF or other available formats, click on the 'Export this Report' icon circled in red below.

Select the file format from the drop down box and the pages you want to save and then click "OK."
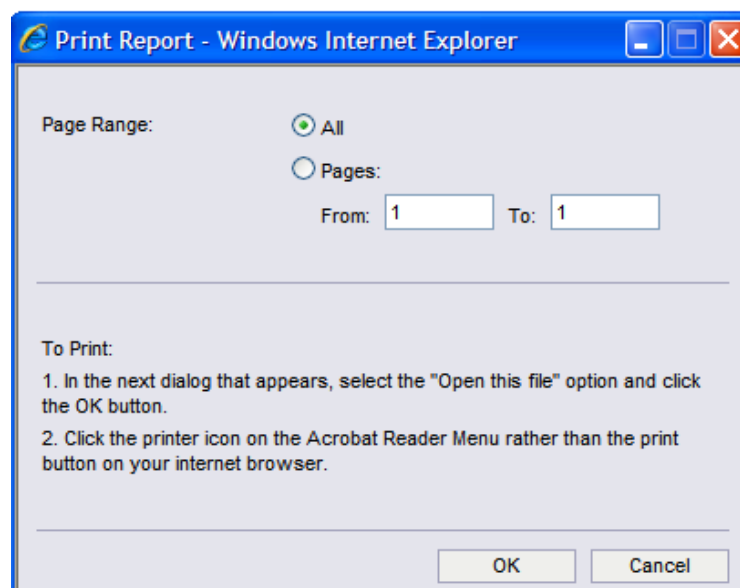
10. To **print** report click on the "Print" icon.
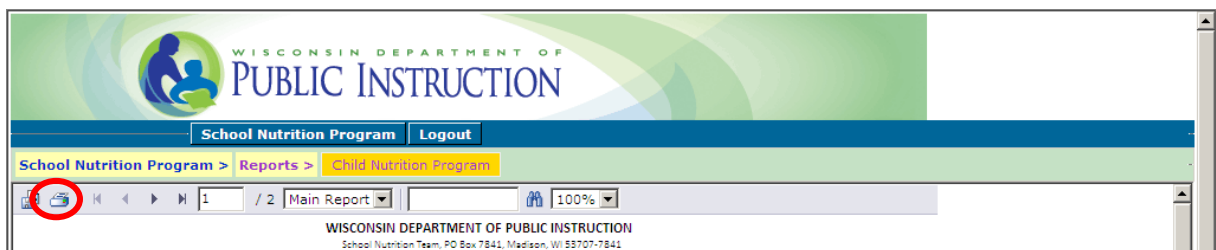
A pop up box will appear and you can select the pages you want to print. Then click "OK."

Another pop up box will appear asking whether you want to open or save the file. Select "Open." Then click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

11. To exit system, use the "back" button arrow on the browser to return to the first screen and click on "logout" on the menus.